

DISS TOWN COUNCIL

MINUTES

Minutes of the meeting of the Infrastructure Committee held in the Council Chamber at Diss Corn Hall on Wednesday 30th January 2019 at 7:15pm.

Present: Councillors S. Browne
M. Crawford
J. Mason
S. Olander (C)
E. Taylor
T. Wenman (ex-officio)

In attendance: Miss Sarah Richards, Town Clerk
Miss Sonya French, Deputy Town Clerk
2 members of the press
4 members of the public

INF0119/01 APOLOGIES

There were apologies from Councillor Button & Gibson.

INF0119/02 NOMINATION OF SUBSTITUTE REPRESENTATIVES

Councillor Browne substituted for Councillor Button.

INF0119/03 DECLARATIONS OF INTEREST ¹ AND REQUESTS FOR DISPENSATIONS

There were none.

INF0119/04 MINUTES OF THE LAST MEETING

It was

RESOLVED: that the minutes of the Infrastructure Committee held on 31st October 2018 were a true record and were duly signed by the Chairman.

INF0119/05 PUBLIC PARTICIPATION

Councillors considered a resolution under Standing Orders 3 d., e., f., g. & h to suspend the meeting to receive comments from members of the public on items to be discussed on the agenda. There were two members of the press and four members of the public in attendance who were happy to speak on the agenda items as they arose.

INF0119/06 ITEMS OF URGENT BUSINESS

There were none.

INF0119/07 DISS HIGHWAYS SCHEMES

- a) Councillors received an update on the tiger-crossing on the A1066 outside Diss Leisure Centre. It was noted that NCC Highways have ordered more powerful lighting heads for the two nearby lighting columns to address the perceived lower level of lighting. These will illuminate the crossing & surrounding area to a brighter level & should be installed during the first week of March. It was also noted that the cycle demarcation has not been put on the cycle lane. **(Action: Clerk; immediately)**
- b) Councillors received an update on the forthcoming scheduled highways schemes for Diss. Resurfacing schemes include the A1066 Stanley Road between the police station & just west of Denmark Lane taking place on three consecutive Sundays (17, 24 February & 3 March) & the Uplands Way roundabout on Saturday 23 & Sunday 24 March. In April, the footway on Denmark Street between the flower shop & the public house will be refurbished & drainage improvement works are scheduled for Victoria Road with dates to be confirmed. It was noted that the existing bus shelter & stop by the railway bridge on Victoria Road will be relocated to a new location outside Whytehead Gardens & a start date that doesn't conflict with planned utility works is awaited. A new crossing point on Denmark Street near Denmark Rise is also scheduled for 18 March.
- c) Councillors considered correspondence from a major local business regarding the impact of the recent highways works on Diss. The correspondence was acknowledged, and it was noted that it had been forwarded to Norfolk County Council as the authority responsible for highways work. There was also discussion around the coordination of highways works between Norfolk & Suffolk Councils.

INF0119/08 STREETLIGHTING

Councillors received an update regarding the transfer of streetlighting from the District Council to the Council (report reference 20/1819 referred). There was discussion around the original agreement that provided support of the District Council in the sourcing of a contractor and the additional workload for Officers. It was agreed that the Service Level Agreement should include a penalty clause for dealing with outages within a specific timeframe & it was noted that other Town Councils were interested in a joint long-term agreement. Councillor Wenman was thanked for his efforts on progressing streetlighting. It was

- RESOLVED: a) to enter into a one-year contract with Pearce & Kemp Ltd to provide a lighting maintenance service for all Town Council lights from 1st April 2019 subject to an approved agreement.
- b) That the Streetlighting Sub-Group works with the Clerk to investigate options for longer-term lighting asset management including a lighting stock replacement scheme.

(Action: Clerk/Streetlighting Sub-Group; by 31.03.19)

INF0119/09 TOWN CENTRE SIGNAGE

Councillors received an update on the town centre signage project. It was noted that good progress is being made. Draft town map designs are being mocked up as replacement inserts for the map boards around the town, overlays are being considered for the highways signage on approaches to the town to highlight Diss as an historic market town & a review of the traffic survey results and car parking usage statistics should help to determine directional signage.

INF0119/10 DISS & DISTRICT NEIGHBOURHOOD PLAN

Councillors received an update on the Diss & District Neighbourhood Plan. It was noted that administrative support should be available over the next month and that although it had not been possible to recruit a new Chair, the interim Chair had indicated that he would be happy to continue with the administrative support in place. The application for consultancy support from Locality / Aecom was being reviewed with a 5-week lead time to appointing a consultant. There was also a discussion about the requirement for Officer involvement in the Plan going forwards and thanks were extended to Councillor Taylor for his efforts. It was

- RESOLVED: that Full Council considers Officer involvement in the Diss & District Neighbourhood Plan.
- (Action: Clerk; by 14.02.19)**

INF0119/11 DISS STATION RAILWAY GROUP

- a) Councillors received an update from the Diss Station Railway Group. It was noted that the Group had been inactive since Greater Anglia took over the Chair but that the project to link Nelson Road through the station forecourt to Station Road is proceeding. The station car park is to be extended to retain bay numbers to address the concern around reducing the car park capacity.
- b) Councillors considered the proposed Traffic Regulation Order (TRO) to install double yellow lines along Nelson Road, which is currently being consulted on. There was discussion around the impact of yellow lines on displacement of vehicles onto nearby estates & that line extension to include Sawmills Road and Sandy Lane should be considered. The capacity and cost of car parks was discussed, and it was agreed that the District Council lead Residents Parking Scheme project, which aims to deal with on street parking issues, should be considered alongside the TRO. It was

- RESOLVED: To meet with representatives of County and District Councils to discuss the proposed Traffic Regulation Order and Residents Parking Scheme.
- (Action: Clerk / Chair; immediately)**

INF0119/12 PARKING

- a) Councillors received an update regarding South Norfolk Council's Residents Parking Scheme. There was discussion about the requirement for effective enforcement should any scheme come forward to address on street parking issues. It was noted that the District Council is meeting with other several other parishes interested in the scheme and awaits streets proposed for a survey from the Town Council.
- b) Councillors considered the long and short-term parking provision in Diss, a non-statutory service provided by the District Council. A member of the public spoke of the lack of spaces for employees and customers in the Shelfanger Road car park since it became a long stay provision. It was noted that the designated short stay car parks are those nearest to the town centre to service shoppers and thus maximise footfall to the businesses. A petition of 400 signatures supports a proposal to convert one of the existing short stay car parks into a long stay to address the situation. The agreement the District Council has for the recently installed electric car charging points requires the Weavers Court car park to remain as a short stay. It was also noted that there has been a noticeable increase in on street parking issues since the changes were made to the car parks. It was

RESOLVED: To request a formal response from the District Council to the car parking issues being experienced since the change to the long and short-term parking provision in Diss.
(Action: Clerk; immediately)

INF0119/13 BIRD DROPPINGS

Councillors considered recommendations regarding the significant impact of bird droppings in the town (report reference 21/1819 referred). A representative from Dealey Falconry and Bird Control explained the flying of hawks as a deterrent to the considerable bird population in the town. The 3-2-1 method requires hawks to be flown from three days to one across the same number of weeks & is very effective at significantly reducing the bird population. It was noted that the hawks are trained not to attack, permissions would be required from the landowners and that the initial approach to businesses in Mere Street confirmed interest in the scheme for a monetary contribution. It was

RESOLVED: To investigate the preventative measures for reducing incidents of bird droppings in the town centre with Dealey Falconry and Bird Control & consult local businesses as necessary.

(Action: Dep Clerk; by 31.03.19)

INF0119/14 COMMITTEE TERMS OF REFERENCE

Councillors deferred the review of this committee's Terms of Reference until the next meeting.

(Action: Clerk; by 18.04.19)

INF0119/15 PEDESTRIANISATION OF MERE STREET

Councillors considered the pedestrianisation of the section of Mere Street from its junction with Market Place to Chapel Street. It was noted that although this section is not open to general traffic, the signage is often contravened. This item was deferred approximately one year ago & it was considered an appropriate time for review given the forthcoming development at the Kingshead Yard car park off Mere Street. It was noted that although Norfolk County Council no longer has funding to progress traffic schemes, £6k should secure a scheme if there was a proven benefit & Norfolk Police would favour the proposal. There was discussion around delivery access & it was noted that similar schemes in other areas restrict deliveries to certain times. It was

RESOLVED: To investigate options for the pedestrianisation of Mere Street from its junctions with Market Place & Chapel Street with Norfolk County Council.

(Action: Clerk/Chair; by 18.04.19)

INF0119/16 ITEMS FOR NOTING

- a) Parish Partnership Scheme – Councillors noted that the outcome of the Council's parish partnership bid application for a second SAM speed sign will be known in March.
- b) CCTV - Councillors noted that the town centre CCTV is fully operational, and the Police have access to it.
- c) Chapel Street - Councillors noted that Norfolk County Council has been approached regarding their views on reversing the traffic flow on Chapel Street to ease town centre congestion.
- d) Progress Report - Councillors noted the actions from the last meeting of this committee.

INF0119/17 MEMBER FORUM

There were no issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda.

INF0119/18 DATE OF NEXT MEETING

Councillors noted that the next meeting of the Infrastructure Committee will be held on 24th April 2019.

Meeting Closed at: 9.28pm.

Councillor Olander
CHAIRMAN